

## **Open Position for Muskegon County Probate Court Administrator/Register**

The Muskegon County Probate Court invites applicants for the upcoming open position of Probate Court Administrator/Register. Under the general direction of the Chief Probate Judge, the Probate Court Administrator/Register directs the non-judicial activities of the Probate Court. Plans, develops, and implements programs and policies to improve court services and maintain compliance with statutes and court rules. Supervises and trains staff engaged in the intake, review, processing, and filing of legal documents pertaining to estates, commitments, guardianships, conservatorships, and other probate matters. Reviews documents for completeness and compliance to standards. Responsible for coordinating independent probate proceedings. Performs administration functions of the Probate Court, including fiscal management and caseload statistical reporting. Conducts hearings as assigned. Interfaces with District and Circuit courts, and with county administration. Performs other duties as assigned.

### **Qualifications**

Be a graduate of an accredited law school and member in good standing of the State Bar of Michigan.

Have a minimum of four years of professional legal experience, preferably with experience in administrative/supervisory responsibilities.

Experience with Michigan probate law is considered beneficial.

Knowledge of and/or ability to acquire expertise in all statutes and court rules relevant to the Probate Court.

Knowledge of specialized office technology relating to the legal profession.

Knowledge of modern office practices and procedures.

Ability to communicate effectively, orally and in writing, with staff, attorneys, litigants, and general public.

Ability to follow and execute complex oral and written directives.

Ability to perform mathematical computations.

Ability to plan, organize, direct, and evaluate the work of others.

Ability to work under pressure of deadlines and willingness to work outside of normal business hours of 8:00 a.m. - 5:00 p.m.

Ability to enter and retrieve information from computers and other technical systems.

Ability to operate modern office equipment.

### Miscellaneous Classification Conditions

The Probate Court Administrator/Register is strictly an "at will" employee serving at the pleasure of the Chief Probate Judge. The position is a salaried, non-bargaining unit, overtime exempt position. The position is exempt from Muskegon County personnel rules in its selection, appointment, and/or removal from employment.

### Salary and Benefits

The annual salary range is \$58,722 - \$74,984. The exact salary step of the employed applicant will depend upon experience and other factors. The Probate Court Administrator/Register receives fringe benefits provided to employees of Muskegon County, including pension, health insurance, paid annual and sick leave, and eligibility to participate in a self-funded deferred compensation plan.

### Application Deadline, Procedure, and Start Date

Deadline for applicants is 5:00 p.m., January 9, 2007. Applicants should submit their resumes in person or by mail, fax, or email attachment to Hon. Neil G. Mullally, Chief Judge, Muskegon County Probate Court. The mailing address is: 990 Terrace St., 5th Floor; Muskegon, MI 49442. The fax number is 231-724-6232. The email address is [mullallyne@co.muskegon.mi.us](mailto:mullallyne@co.muskegon.mi.us).

The anticipated employment start date is February 1, 2007. However, the employed candidate may be requested to start somewhat before that date for orientation and training.

Applicants who desire a copy of the entire job description for this position should contact Judge Mullally in one of the above manners. No telephone inquiries will be accepted or responded to. If an applicant has questions, they need to be submitted in writing via one of the above methods.